

## USED DEALER, DEALER - WHOLESALE ONLY, AND AUTOBROKER APPLICATION CHECKLIST

Detailed information and instructions in completing and submitting applications are found in the pamphlet, "How To Complete An Application For A Dealer License", OL 248.

All applicant forms may be completed online and printed or they can be printed and completed manually in blue ink. All forms must be submitted with original (wet) signature in blue ink. To be acceptable, they must be free from strikeouts, whiteout (fluid or tape), or corrections. All information requested must be complete and accurate.



**Applicants applying for a used dealer or dealer-wholesale only license must attend a dealer education program and pass a written examination administered by the Department of Motor Vehicles before submitting the original Certificate of Completion with their application.**

SECTION 1 — FORMS REQUIRED <i>Attach documents in the following order.</i>	✓
Used Dealer, Dealer-Wholesale Only, and Autobroker Application Checklist (OL 248B)	
Application for Original Occupational License, Part C (OL 12)	
Original Application for Occupational License, Part A (OL 21A)	
Surety Bond of Dealer (OL 25), <b>OR</b> Surety Bond of Motorcycle Dealer, Motorcycle Lessor-Retailer, All-Terrain Vehicle Dealer, or Wholesale-Only Dealer [less than 25 vehicles per year] (OL 25B) – <b>NOTE:</b> Refer to bond information on Pages 6 - 7 in <i>How To Complete An Application For A Vehicle Dealer License</i> (OL 248) <a href="http://www.dmv.ca.gov/vehindustry/ol/ol_handbooks/ol248.pdf">www.dmv.ca.gov/vehindustry/ol/ol_handbooks/ol248.pdf</a> .	
Authorization To Release Financial Information (OL 53)	
Property Use Verification for Vehicle Dealer's License (OL 902)	
Application for Occupational License Personal History Questionnaire, Part B (OL 29B) – <i>Required for each person listed under ownership on form OL 12.</i>	
A copy of a valid driver license or identification card and verifiable social security number. <b>NOTE:</b> Refer to FFDL8 <a href="https://www.dmv.ca.gov/pubs/brochures/fast_facts/ffd108.htm">https://www.dmv.ca.gov/pubs/brochures/fast_facts/ffd108.htm</a> for other eligible documents to verify applicant eligibility when an SSN is not authorized. For additional information see California Code of Regulations Section 450.00 and 450.02.; or refer to the United States Code, Chapter 14, Subchapter II: Eligibility for State and Local Public Benefit Programs and Subchapter IV: General Provisions. <a href="http://uscode.house.gov/view.xhtml?path=/prelim@title8/chapter14/subchapter4&amp;edition=prelim">http://uscode.house.gov/view.xhtml?path=/prelim@title8/chapter14/subchapter4&amp;edition=prelim</a> .	
Appointment of Director as Agent for Service of Process (ADM 9050) – <i>Required for each person listed under ownership on form OL 12.</i>	
Request for Live Scan Service [yellow copy] (DMV 8016) – <i>Required for each person completing form OL 29B</i> Out-of-state residents call Occupational Licensing at (916) 229-3126 for Fingerprint Card (ADM 1316).	
SECTION 2 — ADDITIONAL DOCUMENTS REQUIRED <i>Attach documents in the following order.</i>	✓
The original Dealer Education Certificate of Completion issued by the public provider. ( <i>Autobroker excluded</i> )	
If filing as a Corporation, Limited Liability Company or Limited Liability Partnership owned businesses only: A copy of Articles of Incorporation, Corporate Minutes or other document filed with the Secretary of State, which identifies the officers, share holders and managers.	
A copy of your Fictitious Name Statement.	



<b>SECTION 2 — ADDITIONAL DOCUMENTS REQUIRED (continued)</b> <i>Attach documents in the following order.</i>	✓
A signed copy of your rental or lease agreement. Proof of property ownership may be required.	
A copy of your Business License.	
A copy of your State Board of Equalization Resale Permit.	
Photograph(s) of business location. <b>NOTE:</b> Refer to Photograph Procedure information on Pages 4–5 in <i>How To Complete An Application For A Vehicle Dealer License</i> (OL 248) <a href="http://www.dmv.ca.gov/vehindustry/ol/photreq.htm">www.dmv.ca.gov/vehindustry/ol/photreq.htm</a> .	
<b>SECTION 3 — OTHER REQUIREMENTS</b>	✓
The department's Business Partner Automation program offers alternatives for processing sales transactions electronically. Instructions are available at the following site <a href="http://www.dmv.ca.gov/otherser/bpa/bpa.htm">http://www.dmv.ca.gov/otherser/bpa/bpa.htm</a> .	
Effective 7/1/2012 the seller must obtain a National Motor Vehicle Titling Information System (NMVTIS) report for any used vehicle offered or displayed for sale, and must display a warning on the vehicle when the report indicates the states has branded the title. Further information regarding NMVTIS or to locate a vendor to access these reports is available at <a href="http://www.vehiclehistory.gov/">http://www.vehiclehistory.gov/</a>	
<b>SECTION 4 — IMPORTANT INFORMATION</b> <i>Incomplete applications will be returned.</i>	✓
Keep a copy of all documents for your records.	
<p>Submit the above required forms and documents to a local Occupational Licensing Inspections Office. For office locations refer to <a href="http://www.dmv.ca.gov/fo/inspector_office.htm">www.dmv.ca.gov/fo/inspector_office.htm</a>. An Inspector will review the application to ensure all requirements are fulfilled, complete an applicant background check and inspect the established place of business. Temporary permits will only be issued to applicants that successfully clear all three phases of the application process. Incomplete applications will be returned. Unsuccessful applicants will be notified of the discrepancy or decision not to issue.</p>	